

Capt.

PACNIRS
Camp Ritchie, MD

RF/cf

25 January, 1946

SUBJECT: Routing Procedure on Documents Received from WDC (ADV)

TO : All Section Chiefs, PACNIRS

1. Prior to the receipt at PACNIRS of documents arriving from Japan, Shipping Advises as submitted by WDC (ADV) will be scanned by the Liaison Officers assigned to PACNIRS, or in the case where no Liaison Officers are present, by the members of the Panel. It will be determined from the summaries that appear in the Shipping Advises which documents will be of value worthy of translation either in summary or complete translation form. The summary paragraph in the Shipping Advice will be marked for further reference with 1, 2, 3, or 4 check marks (4 check marks being of most value, 1 check mark being of least value) depending upon its informational worth.

2. Upon arrival at PACNIRS the documents from WDC (ADV) will first be handled by Document Group where the documents that have previously been checked on the Shipping Advises will be "pulled out" and sent with a "Document Routing Slip" to the Panel for study and issuance of a priority. Documents will be handled by the Panel in order of precedence as indicated by the number of check marks appearing on the Shipping Advice.

3. The Panel will be composed of the following members:-

Lt. Col. Pender-Gudlip
Major Chan
Captain Payman
Captain Holst
Captain Pisor
Captain Rendle
Lt. Robinson
(Assigned Liaison Officers)

4. The functions of the Panel will be:-

- (a) To scan the document and to say whether it is to be translated fully or in part.
- (b) To say whether a detailed summary only will be made.

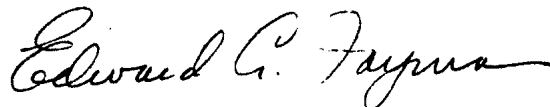
(c) To say whether a document is to be discarded as of no present value.

(d) To issue a priority on the document.

5. If the document is to be translated fully or in part the Panel will assign a Priority. In the case of a disagreement between the members of the Panel on the assigning of a priority, final authority will be given by Chief, PACMIRS or his Deputy.

6. Upon leaving the Panel a document that is scheduled for "full or partial translation" will go immediately to the Translation Section where it will be translated and eventually sent to Editorial and Production for publication.

7. If, after leaving the Panel a document has been scheduled for a summarisation, it will go to the "Summary Team" of the Translation Section where a summary will be made for publication in the PACMIRS' Bulletin. The published Bulletin will then be re-examined by the assigned Liaison Officers and if the summaries contained therein warrant, a priority will be issued and a full or partial translation will be made.



EDWARD A. FAYMAN

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Research Control Officer